



REQUEST FOR REPLATTING OF RESIDENTIAL LOTS

BUREAU OF PLANNING

CITY OF ATLANTA, GEORGIA

A Note to Applicants for Lots of Record Replatting Requests:

As of January 24, 2005, the procedure for the administrative acknowledgement of replats to the historic lots of record has changed. You are now required to attend a scheduled NPU meeting in order to present the information to the NPU general body for comment and review. You are also encouraged to attend the scheduled Lot of Record Review Meeting; both meetings will be scheduled once an application is submitted. Once the NPU process has been completed, we will complete the review process to determine whether the lots can be acknowledged or if more information is needed. Property involved in lots of record requests are still subject to site visits by Bureau of Planning Staff upon receipt of any application.

Note that any portion of a structure that crosses over any historic lot line that you wish to reinstate means that those particular lots are not eligible to be split using this procedure. Demolition of an encroaching structure does not make the lot eligible for this procedure. Also, if the configuration or square footage of the lots does not match the provided historic plat for reasons other than right of way acquisition, the lots are not eligible to be split using this procedure. As with all residential lots within the City, a subdivision request can be submitted for review for compliance to the subdivision ordinance, site development standards and zoning requirements.

The following information is needed for all lots of record requests:

- Five copies (one certified copy) of the historic plat, which proves that the lots existed as requested. The historic plat should clearly outline the boundary dimensions of the subject lot and must be legible. This historic plat information should come from a source recognized as an official holder of the data than can be used to help make this type of determination. Information from the Tax Assessor, sewer maps or Sanborn maps are not official sources of data.
- A title search must be performed concerning the transfer of title over the life of the lot, which shows that the property has always been comprised of multiple lots according to the officially recognized historical plat. Complete copies of the deeds must be presented with the submission.
- 15 copies of a survey or plat must be provided and must show all resultant property lines as solid lines. The proposed replatting will show the setbacks for the current zoning classification (as dashed lines) within the lot, dimensioned lot lines (bearings and lengths) and size of the resultant lot(s) by square footage and acreage (3-place accuracy).
- The new surveys should reflect the name, size & extents of all bordering right of ways. The new survey should show the current names of the streets and must also reference the former name as shown on the historic plat (if the street names are different than the current names of the streets). The individual lots should reflect the original lot numbers according to the historic plat reference.
- Provide the distance from both edges of the lot to the nearest intersection on the same side of the road. Distance measurements must reference the current and former name of the street (if the street names shown on the historic plat are different than the current names of the streets).
- The survey should reflect all existing conditions on the site, i.e., structures, driveways, retaining walls, fences, patios, decks, etc.
- Survey must be prepared by a licensed surveyor. Surveyor must sign through seal.
- Label all property pins (found or placed)
- Boundary lines should be obtained from actual field-run survey records.
- A check made out to "Fulton County" for \$9.00 per different 15-copy submission. Applicants for replats in Dekalb County are required to record the approved replat in Dekalb County and return a copy to the Bureau of Planning for distribution and completion.

Lots of Record requests should be submitted with pages 2, 4 & 5 plus the required information identified on this page.

Standard replatting requests should adhere to the checklist requirements on page 3 and be submitted with pages 3, 4 & 5 of this application.



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LOTS OF RECORD REPLAT REQUEST (PAGE 2)

DATE FILED _____

APPLICATION NUMBER _____

ADDRESS(ES) OF PROPERTY _____

(Indicate addresses and/or parcel ID numbers of all properties involved in proposed replatting)

Lot of Record replat applications are processed on an "as requested" basis and requires that the applicant present the Lot of Record replatting request to the appropriate Neighborhood Planning Unit (NPU).

NAME OF APPLICANT _____

PHONE NUMBER: _____

NAME OF COMPANY _____

CELL NUMBER: _____

E-MAIL ADDRESS _____

FAX NUMBER: _____

STREET ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

IF MORE THAN ONE OWNER, LIST ADDITIONAL OWNERS ON A SEPARATE SHEET

NAME OF OWNER _____

(Required Information)

ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

INSTRUCTIONS FOR THE LOTS OF RECORD PROCESS ARE INCLUDED ON THE PREVIOUS PAGE:

(NOTE – AN INCOMPLETE APPLICATION MAY CAUSE A DELAY IN REVIEW, BE RETURNED TO THE APPLICANT OR RESULT IN A DENIAL)

PLAT INFORMATION

PLAT BOOK _____ PAGE NUMBER _____ SOURCE OF INFORMATION _____

NPU INFORMATION

NPU _____ NPU MEETING DATE _____ TIME _____

NPU CHAIR _____ PHONE NUMBER _____

ZONING CONTACT _____ PHONE NUMBER _____

NPU MEETING LOCATION _____

LOTS OF RECORD REVIEW MEETING DATE _____ @ 2:00 PM

I HEREBY REQUEST approval of the replatting of the subject property according to the plans, which are submitted as a part of this application. I HEREBY AUTHORIZE the staff of the City of Atlanta to inspect the premises of the above described property. I HEREBY SWEAR AND AFFIRM that all statements contained herein and attached hereto are true and correct to the best of my knowledge and belief.

Owner or Agent for Owner (Applicant) _____



REQUEST FOR REPLATTING OF RESIDENTIAL LOTS

BUREAU OF PLANNING

CITY OF ATLANTA, GEORGIA

ADDRESS(ES) OF PROPERTY

(Indicate addresses and/or parcel ID numbers of all properties involved in proposed replatting)

Replat applications are processed on an "as requested" basis and may take up to 15 (fifteen) business days for approval.

NAME OF APPLICANT _____

PHONE NUMBER: _____

NAME OF COMPANY _____

CELL NUMBER: _____

E-MAIL ADDRESS _____

FAX NUMBER: _____

STREET ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

IF MORE THAN ONE OWNER, LIST ADDITIONAL OWNERS ON A SEPARATE SHEET

NAME OF OWNER _____

(Required Information)

STREET ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

I HEREBY REQUEST approval of the replatting of the subject property according to the plans, which are submitted as a part of this application. I HEREBY AUTHORIZE the staff of the City of Atlanta to inspect the premises of the above described property. I HEREBY SWEAR AND AFFIRM that all statements contained herein and attached hereto are true and correct to the best of my knowledge and belief.

Owner or Agent for Owner (Applicant) _____

INSTRUCTIONS:

(Note – Any form that is not completely filled may be delayed, result in a denial or returned to the applicant)

Submittals:

- Residential Replatting Application Form
- Project Description Summary Form
 - Provide information concerning the reasons for this replatting in the space available.
- Authorization of Property Ownership Form
 - If more than one owner, a separate form must be signed, dated & notarized by all owners involved.
- Three (3) copies of a clear and legible survey or plat at a size no larger than 17 X 22.
 - The survey or plat should show the proposed replatting with required setbacks, dimensioned lot lines (bearings and lengths) and size of the resultant lot(s) by acreage and square footage.
 - If property lines are being adjusted and more than one lot is being affected, both (all) lots involved need to be portrayed on the survey. The resultant property lines should be solid lines. The previous property line(s) needs to be shown as dashed or dotted lines and labeled "Original Property Line".
 - The survey should reflect all existing conditions on the site, i.e., structures, driveways, retaining walls, fences, etc.
 - Survey should reflect the name, size & extents of all bordering right of ways.
 - Provide the distance from the nearest intersection on the same side of the road.
 - Surveyor must sign through seal.
 - Survey must meet the measurements of the referenced scale – must be scalable.
 - Boundary lines should be obtained from actual field-run survey records.
- A check made out to "Fulton County" for \$9.00 per different 3-copy submission. Applicants for replats in Dekalb County are required to record the approved replat in Dekalb County and return a copy to the Bureau of Planning for distribution and completion.

STANDARD RESIDENTIAL REPLAT REQUEST (PAGE 3)



**REQUEST FOR REPLATTING OF RESIDENTIAL LOTS
BUREAU OF PLANNING
CITY OF ATLANTA, GEORGIA**

PROJECT SUMMARY FORM

ADDRESS OF PROPERTY _____

(Indicate addresses and/or parcel ID numbers of all properties involved in proposed replatting)

The subject property fronts _____ feet on the _____ side of _____,
beginning _____ feet from the _____ corner of _____.

Depth _____

Area _____

Land Lot _____

District _____

Zoning _____

Council District _____

Neighborhood Planning Unit (s) _____

INDICATE THE PURPOSE OF THE REQUESTED REPLAT (BE SPECIFIC)

Is this replat a requirement for obtaining a building permit? ☐ Yes ☐ No *(Attach any comments received from the referring Bureau.)*

Name of Referring Staff Member in the Bureau of Buildings _____

Is this replat request a result of an approved rezoning? ☐ Yes ☐ No Case Number _____

Is this replat request needed to proceed with or a result of an Urban Enterprise Zone Application? ☐ Yes ☐ No

I HEREBY ACKNOWLEDGE that if the subject parcel is zoned for single family residential use and consolidated for the purpose of creating a single larger parcel, any subsequent resubdivision of the property is subject to the requirements of the current zoning district and Part 15 –City of Atlanta Subdivision Ordinance.

NAME _____

DATE _____

INDICATE ADDITIONAL INFORMATION THAT WILL ASSIST WITH THE REVIEW OF THIS APPLICATION.

RESIDENTIAL REPLAT REQUESTS – STANDARD & LOTS OF RECORD (PAGE 4)



**REQUEST FOR REPLATTING OF RESIDENTIAL LOTS
BUREAU OF PLANNING
CITY OF ATLANTA, GEORGIA**

**AFFIDAVIT
AUTHORIZATION BY PROPERTY OWNER
APPLICATION FOR LAND SUBDIVISION
CITY OF ATLANTA, GEORGIA**

I swear that I am the owner of _____
(Indicate addresses and/or parcel ID numbers of all properties involved in proposed replatting)

_____ which is the subject of the attached
application for land subdivision, and is shown in the records of _____ County, Georgia.

I authorize the person named below to act as my agent in the pursuit of this application for the subdivision of the
subject property.

NAME OF APPLICANT _____

ADDRESS OF APPLICANT _____

APPLICANT'S TELEPHONE NUMBER _____

APPLICANT'S EMAIL ADDRESS _____

NAME OF OWNER _____

SIGNATURE OF OWNER _____

NOTARIAL STATEMENT FOR PROPERTY OWNER

Sworn to and subscribed before me this _____ day of

_____, 200 _____

Notary Public

RESIDENTIAL REPLAT REQUESTS - STANDARD & LOTS OF RECORD (PAGE 5)